



St James' RC Academy Trust, Maybury Close, Petts Wood. BR5 1BL
Faith in Action, Working Together, Walking in the Footsteps of Christ

Minutes of the Children and Learning Committee meeting held on 12 November 2019

The Governors agreed, in June 2009, that all papers submitted to and the minutes arising from, meetings of the Governing body and its sub-committees, should be fully prepared, and managed, in line with the regulations and the guidance, taking into account the Freedom of Information and Data Protection Acts. Minutes concerning confidential matters will not be published.

All documents discussed were circulated prior to the meeting unless otherwise specified.

Present	Mary Hutchinson – Chair of Governors Lisa Weeks – Head Teacher Margaret Connell Cat Hardiman In attendance: Claire Ferrari – Clerk
1. Opening Prayer	The Chair of Governors opened the meeting with a prayer.
2. Apologies for Absence	Michelle Wilson – Deputy Head Teacher Carlette Victoire-Nijjar
3. Declaration of Interest	None.
4. Minutes of last meeting and matters arising	Minutes Amendments as follows: <u>Item 5 Policies</u> Typo: 'Exceeding, Gifted & Talented' Subject to the correction above, all minutes were agreed as correct and taken as a true record.

	<p>Matters arising <u>Item 7: Holding the School to Account – Early Years</u> Peer to peer review did take place. Pam Fearnley comes once a term and Penny Cartwright annually. We have peer to peer reviews with the other schools in the Umbrella Trust, which is a useful programme for both parties.</p>	
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<p>5. Terms of Reference</p>	<p>Noted that the School does not have a Sex Education Policy.</p>	
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<p>6. Reports</p>	<p>6.1 Power of Middle Leaders</p> <p>Grace McCarthy and Sophie Martin went on a Power of Middle Leaders Course at Warren Road and attended the meeting to report back to Governors.</p> <p>It was a course of five sessions spread over one year developing good leadership skills. Miss McCarthy and Mrs Martin both found the course very useful. Mrs Martin mentioned that she was unsure how to lead experienced teachers, but was taught how to do this using different strategies. They also learnt presentation skills and how to use their enthusiasm to get other staff members on board. An Ofsted-trained inspector gave advice and shared experiences.</p> <p>Miss McCarthy and Mrs Martin were both reassured by the course and gained overall confidence in the matter. Both said they have a vision for their subjects for the future. They are maximising their learning link in year 1 and year 2 at the moment. More linking will build an awareness in their subjects. Classroom monitor had updated the programme. Both Miss McCarthy and Mrs Martin would recommend the course for other staff members.</p> <p>It will be assessed December, Easter and at the end of the year.</p> <p>It was mentioned that Miss McCarthy and Mrs Martin have worked so well and know their subjects inside out. The Governors appreciate everything they both do and for coming to the meeting to speak.</p> <p>6.2 Data Report</p> <p>Headline Results from Summer 2019</p> <p>The data was discussed and it was agreed the school is exceeding all expectations. Very pleased with progress and attainment. All data is above the local and national average.</p>	
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	<p>6.3 Targets for Year 2 and Year 6</p> <p>The targets were discussed and the patterns were compared over the last 4 years. Data is very pleasing.</p> <p>There will be a data drop on Tuesday 17th December - Governors are welcome to join.</p> <p>6.4 Relationships and Health update</p> <p>Michelle Wilson was not present at the meeting so this matter will be discussed fully at the Full Governors Meeting.</p> <p>Mrs Weeks provided an overview. There is to be a meeting with the parents at 7pm Thursday to show the parents the policy, which is a working document, no schools have the policy at the moment. There is a year to finalise the policy. The consultation with the parents should not be an issue as nothing has changed. It will be ready for September 2020. No one should be worried as the school already discusses diversity subjects, for example LGBT and transgender issues with the children. No child has ever been withdrawn from the nurse's sex education discussion.</p>	
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<p>7. Holding the School to Account</p>	<p>Achievement</p> <ol style="list-style-type: none"> 1. The trend is not year on year regarding the summer born children. With the pupil premium children there was an issue around attendance. 2. The middle attainers are making good progress. Focus cards are used in class, adults will know which children to pay particular attention to. Active maths is being carried out - sixty minutes of activity a day using maths in a practical way. <p>There is no issue with higher attainers.</p> <p>Teaching</p> <ol style="list-style-type: none"> 3. External review - the school is about to have a review with Pam Fearnley. Internal review - all classes observed apart from reception and year 6. <p>Mrs Weeks commented that the teaching is outstanding, very inspiring and a joy to watch. There are no barriers.</p> <ol style="list-style-type: none"> 4. Middle Leaders - it was noted that the less experienced teachers may never have experienced an Ofsted inspection before. There is a danger of them being very scared about this. Things are being put in place to prevent this. Mrs Weeks has had training with an Ofsted 	
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	<p>lead, has Head Teacher forums every term and discusses the framework at staff meetings. Matters are being taken step by step so as not to overload staff.</p> <p>Personal Development, Behaviour and Welfare</p> <p>5. No safeguarding concerns. One CAF.</p> <p>6. One low level racism case dealt with appropriately. No homophobia, no bullying and no e safety concerns.</p> <p>Leadership and Management</p> <p>7. On track. Review on 20th January 3.30 - 5pm. The Governors are welcome to be part of the review process.</p> <p>8. A questionnaire was sent out to all staff. Staff feel supported and know they have someone to go to if needing help. There is an ethos of care. The management of workload is one issue. We have revised the marking policy, plans are more succinct, now being on hard drive to ease the workload.</p> <p>There is an Educational Support Agency available to all staff. Senior leaders are always available. A feeling of shared support was the feedback from the questionnaire.</p>	
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8. Policies	<p>All policies were circulated by email prior to the meeting.</p> <p>Specifically discussed:</p> <p>Gifts and Hospitality Policy</p> <p>Should staff need to ask if they can accept a gift? Staff members are often given vouchers of £100, as this would be a joint gift from parents this would be acceptable, but not if from an individual.</p> <p>Bring your Own Device Policy</p> <p>Data protection policies - these are templates, and this one is a new policy from GDPR.</p>	
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9. Umbrella Trust Update	<p>Next week there is a Head Teachers meeting being held at Holy Innocents. Pam Fearnley will be visiting and there are peer to peer reviews.</p>	
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10. Staffing Updates	Confidential items.	
11. Any Other Business	<p>One of the governors enquired about more training. Mrs Weeks said she is aware that people need to train, but it is very expensive, we have to weigh up the impact etc.</p> <p>One of the governors noticed that the policies mention the gifted and talented children a lot and would like to know about the bottom 20% as well.</p>	
12. Dates of next meetings	<p>Pay Committee Thursday 21 November at 4.30pm</p> <p>Full Governing Body Thursday 21 November at 5.00pm</p> <p>Resources & Audit Committee Tuesday 21 January at 4.30pm</p> <p>Governor Morning Tuesday 4 February at 9.15am</p> <p>Admissions Committee (to endorse process used for admissions) Tuesday 25 February at 4.00pm</p> <p>Children & Learning Committee Tuesday 25 February at 4.30pm</p>	
13. Closing Prayer	The Chair of Governors closed the meeting with a prayer.	

The meeting closed at 1730.